



GUIDELINES COMMUNITY GRANTS PROGRAM 2009 - 2010

Overview

Council has established a '**Community Grants Program**' that is aimed at supporting and assisting community organisations with the development of activities and or services that will promote the City of Darwin and benefit a broad cross section of the community.

Funding is 'project' or 'program' based. Applications must be completed on the prescribed application form, which outlines the details of the proposed project or program, its cost, timeframe and expected outcomes.

Through the 'Community Grants Program' Council seeks to:

- initiate an annual grant funding program with a significant pool of funding ie \$100,000.
- establish a process for providing some organisations/projects with a forward commitment of funding for up to 3 years to allow for the opportunity for alternate funding to be sourced in future years.
 - establish service areas for what it wishes to support ie:
 - community development
 - art and culture
 - community safety
 - environment
 - sporting clubs / organisational development.

All applications will be assessed by Council's Community Services Committee and referred to Council, which will determine its annual priorities, and how it wishes to support the community.

GUIDELINES

COMMUNITY GRANTS PROGRAM

1. Statement of Purpose

Through the Community Grants Program, Darwin City Council aims to support community based projects, events and organisations that contribute to community development outcomes as defined within Council's Corporate Directions. Grants will be considered and allocated on the basis of identified community need, Council priorities and the anticipated outcomes to the community as outlined in the project's application.

2. Grant Program Objectives

The program provides financial assistance to:

- Carry out projects, activities or events of benefit to the Darwin community.
- Initiate or develop services and resources to address the needs of particular community groups.
- Encourage community participation in community and cultural activities and build a greater sense of community and connectedness.
- Enrich the diversity of recreational, cultural and social opportunity to Darwin residents.
- Contribute to Darwin as a dynamic, different and diverse tropical city.

3. The Grant

- Grants will generally vary in amounts up to \$10,000 to ensure support to the greatest number of programs and organisations.
- Grants may be one-off or for projects of up to three years (subject to evaluation and Council budget).
- Darwin City Council's contribution must be acknowledged in promotional material associated with an event, on all printed material and/or other methods as appropriate including inviting elected members to openings, launches or other activities.

4. Application Process

Applications should be submitted on the prescribed application form.

5. Eligibility

- Organisations must be incorporated not for profit community organisations.
- Community groups who are not incorporated must have an auspicing body that is incorporated.
- Proposed projects or events must generally occur within the financial year in which it is funded.
- Activity must occur within the municipality of Darwin.
- The application is to be received by the published closing date.
- The application must be submitted on the prescribed Darwin City Council application form.

6. Ineligible Applications

The following proposals will **not** be considered:

- Requests for support for any individual pursuits.
- Applications for recurrent funds.
- Requests for the ongoing/core functions of an organisation.
- Proposals for events and activities held out of Darwin.
- Requests for commercial or competitive events
- Funding for capital funds or improvements on private property.
- School based projects that do not involve the wider community.
- Applications where an applicant has not fully acquitted any previous Darwin City Council grant.

7. Funding requirements

Following adoption of the annual Council budget all applicants will be informed of the outcome of their applications.

Successful applicants will be required to submit a tax invoice to Council and enter a formal agreement with Darwin City Council that details the commitment of both parties.

8. Acquittal

Successful applicants will be required to submit a project and financial acquittal within 3 months of the project's completion.

Grants must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a grant may not be changed without prior written approval.

9. Assessment procedure

- Applicants must submit a formal application form detailing needs, proposed outcomes, who the project involves, a budget, a copy of the last audited financial report, a statement of benefit to the Darwin community and how Darwin City Council will be acknowledged.

The Grants assessment procedure has 3 components:

- Stage 1 will involve an initial eligibility appraisal by Council officers ensuring all information is provided and that the application meets Council's established objectives.
- Stage 2 will be an assessment by Council's Community Services Committee who will make their recommendations to the Council.
- Stage 3 may involve each of the recommended projects making a presentation to Council after which Council will determine its annual grants.
- Once Council has finalised its assessment and determined projects for funding, its decisions are final and no correspondence will be entered into.

10. Criteria for Assessing Applications

Applications will be assessed using the following criteria:

- Community benefit and involvement.
- Innovation and developmental focus.
- The capacity/ need of the project to attract funds from other sources.
- Acknowledgment of Darwin City Council support.
- The organisation's capacity for administering the project.
- The project's viability in terms of support from any other relevant authorities.

11. Accountability

Within 3 months of the project's completion, funded applicants will be required to:

- Submit the 'Project Evaluation and Financial Acquittal Form' which will be provided to all successful applicants.
- Provide an audited financial report in the case of any grant over \$10,000.

12. Acknowledgment of Assistance

Successful applicants will be required to acknowledge the support of Darwin City Council through the use of Council's logo on all printed materials, in media advertisements and press releases and on signage at events.

For some events, appropriate acknowledgment may involve invitations being issued to the Lord Mayor or relevant Council Aldermen.

13. Submission of Applications

To submit an application or to request further information Council may be contacted in any of the follow ways;

Phone: (08) 8930 0645
Fax: (08) 8930 0644
Email: communitygrants@darwin.nt.gov.au
Internet: www.darwin.nt.gov.au

In person: Customer Service
Civic Centre
Harry Chan Avenue
DARWIN NT 0800

Post: Community Grant Program
Darwin City Council
GPO Box 84
DARWIN NT 0801